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Burnet County Judge
Judge James Oakley
220 S. Pierce
Burnet, Texas 78611

Judge Oakley:

Major Jeff Gillenwaters of our Law Enforcement Division has requested that TPWD Financial Resources Division clear any misunderstanding between Texas Parks and Wildlife and the Justice of the Peace Courts of Burnet County concerning the correct process for issuing citation fine payments for TPWD Officers.

In an effort to streamline the remittance process for submitting citation payments to TPWD, we respectfully request that checks no longer be mailed to individual officers or hand delivered by the courts. All future remittances should be made **Payable to: Texas Parks and Wildlife** and mailed to this address:

**Texas Parks and Wildlife Department
301 Main Suite D
Brownwood, TX 76801**

Since the payee and mailing address will not change, this process should reduce the likelihood that checks will be lost or need replacement as they become stale dated.

Parks and Wildlife Code 12.107 - Gives these rules for submitting fine payments –

Sec.12.107.REMISSION OF FINES. (a) A justice of the peace, clerk of any court, or any other officer of the state who receives a fine imposed by a court for a violation of this code or a regulation of the commission adopted under this code shall send the fine to the department within 10 days after the date of collection. A statement containing the docket number of the case, the name of the person fined, and the section of this code or the regulation violated must accompany the remission of the fine.

While we understand it may not be possible to submit the fines within 10 days, we do appreciate you submitting payments as promptly as possible.

To ensure that our offices post the payments correctly, we have created a simple spreadsheet that includes all of the necessary information to post payments to the correct violator. You are not

required to use this spreadsheet if you already have a system in place to provide the needed disposition information to the game wardens.

Below is an example of the excel spreadsheet. It includes all of the information that is needed to post fines to the correct citations. The actual spreadsheet has formulas build in that will automatically calculate the court amount and the state portion of the fine once the original fine amount is entered. If the amount submitted is a partial payment, just enter the "payment submitted". If this amount is the final payment, check the final payment box. Upon request, the actual spreadsheet can be emailed to each of the Justice of the Peace offices so that the formulas will be available.

ARREST CITATION DISPOSITION REPORT										
Reference Number		Account Number		DATE MAILED TO APPROPRIATE OFFICE		Routing Number				
NOTE: PLEASE SUBMIT REPORTS TO: TARRANTS & ARREST DIVISION, 400 SMITH SCHOOL RD, AUSTIN, TEXAS 78744										
REMITTER AGENCY		REMITTER ADDRESS		TOTAL AMOUNT OF REMITTANCE		PERIOD		CHECKED FOR		
				10.00						
THIS FORWARD THE RELATED CITATIONS (WHITE COPIES) MUST ACCOMPANY ALL FINES REMITTED										
COURT DOCKET	CITATION NUMBER	CASE NO.	NAME OF VIOLATOR	DRIVER'S LICENSE	CHECK BOX IF FINAL PAYMENT	Total Original Fine	Court Amount	STATE PORTION OF FINE	PAYMENT SUBMITTED	DATE WHEN PAID (MM/DD/YYYY)
					☐			0.00		01
					☐			0.00		
					☐			0.00		
					☐			0.00		
					☐			0.00		

If you have any questions or concerns, please contact **Glenna McIntyre-Speed**, at **512-389-4825**. Thank you for your assistance in making the fine submission process easier for all concerned.

Sincerely,

Anne Clark

Anne Clark

Anne.Clark@tpwd.texas.gov

Revenue Control and Distribution Services Manager

Texas Parks and Wildlife Department

4200 Smith School Rd, Austin TX 78744

Phone (512) 389-4747 Fax (512) 389-4710